

### Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Clerk of Court	
<b>Position Title:</b>	Court Clerk II - General	<b>Pay Grade:</b>	11	<b>FLSA:</b>
<b>Date:</b>	November 2011	<b>Reports To:</b>	Clerk of Courts	

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#### Purpose of Position

This position must be a deputy of the Clerk of Courts and the purpose of this position is to clerk in-court proceedings, maintain court files and records, and perform clerical and accounting tasks for Jefferson County Clerk of Courts Office.

#### Essential Duties and Responsibilities

Receive, properly stamp documents, and direct original and copies of the document to correct section / department and parties involved, for every action proceeding.

Maintain a court record of the parties' names, names of attorneys involved, and a brief statement of the nature of the action in every civil and criminal action or proceeding in court.

Maintain and update court records of cases in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.

Maintain a judgment and lien docket of all money judgments, transcripts and lien dockets of other Wisconsin Courts and federal courts, warrants for unemployment and delinquent tax or income. Receive, enter and maintain record of all payments ordered by and paid to the Court.

File, enter, record and keep such other papers, books and records as required by law.

Assist in the process of maintaining, entering and preparing daily and monthly financial and accounting records including payment/reminder notices.

Coordinates courtroom appearances, appraises Judge of participants attendance, schedules and needed documents.

Performs customer service tasks. Witness bonds, processes mail, prepare warrants and revocation of operations licenses, judgment of convictions, dispositional information.

Keep a minute record and write in that record a brief statement of all proceedings in open court showing motions and orders during trial, names of witnesses, jurors selected, the officer sworn to take them in charge, jury verdicts and openings and adjournments of court and all appropriate data which is required by law for both civil and criminal cases. Receive, mark and list evidence. Maintain exhibits inventory lists. Administer oaths to court witnesses and directs witnesses.

Keep and maintain a record called registers of officials as listed under statute 59.40 (j) and certificate lists as listed under statute 59.40 (k).

Perform all other duties that are requested by the Clerk of Courts or Lead Deputy Clerk that are required by law.

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma with 2 years vocation/technical training with an emphasis on legal procedures, computer use and general bookkeeping and 3-4 years general office experience with a high attention to detail or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as court calendars/schedule, various State Court administrative publications, Court notices, motions, stipulations, Court orders, judgments, satisfactions, indexes, legal dictionary, Wisconsin Statutes, computer software operating manuals, recordkeeping manual, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with defendants, witnesses, bailiffs, law enforcement personnel attorneys, Judges, collection agency personnel and Department personnel.

#### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

#### **Physical Requirements**

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and courtroom activities. Ability to perform data entry, operate telephone, photocopier, calculator.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- Ability to handle, load and unload, and move and guide material using simple tools.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date